



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TTY/TDD 510.817.5769  
FAX 510.817.5848  
EMAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

*Amy Rein Worth, Chair*  
Cities of Contra Costa County

*Dave Cortese, Vice Chair*  
Santa Clara County

*Alicia C. Aguirre*  
Cities of San Mateo County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Jason Baker*  
Cities of Santa Clara County

*Tom Bates*  
Cities of Alameda County

*David Campos*  
City and County of San Francisco

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Scott Haggerty*  
Alameda County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Liccardo*  
San Jose Mayor's Appointee

*Mark Luce*  
Napa County and Cities

*Jake Mackenzie*  
Sonoma County and Cities

*Julie Pierce*  
Association of Bay Area Governments

*Bijan Sartipi*  
California State  
Transportation Agency

*Libby Schaaf*  
Oakland Mayor's Appointee

*James P. Sperring*  
Solano County and Cities

*Adrienne J. Tissier*  
San Mateo County

*Scott Wiener*  
San Francisco Mayor's Appointee

*Steve Heminger*  
Executive Director

*Alix Bockelman*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

February 11, 2015  
MINUTES

### Attendance

Committee Chair Tissier called the meeting to order at 11:35 a.m. Other Committee members present were: Committee Vice Chair Wiener and Commissioners Baker, Bates, Campos, Glover, Luce, Sartipi and Schaaf. Commission Chair Worth and Commission Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted, Pierce and Sperring.

### Item 2: Consent Calendar:

Upon the motion of Commissioner Baker and the second of Commissioner Glover, the following items on the Consent Calendar were approved unanimously.

- Item 2a: Minutes

The Committee received and approved as written the meeting minutes of January 14, 2015.

- Item 2c: Contract Amendment – Transit Passenger Survey Services: ETC Institute (\$125,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ETC Institute to continue to collect transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools. The Chief Financial Officer was authorized to set aside funds in the amount of \$125,000 for such contract amendment.

- Item 2d: Contract Amendment – Translation and Interpretation Services: International Effectiveness Centers (\$42,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with International Effectiveness Centers to provide translation and interpretation services for a broad range of projects aimed at improving MTC's public outreach and involvement with communities with limited English proficiency in the nine-county San Francisco Bay Area. The Chief Financial Officer was authorized to set aside funds in the amount of \$42,000 comprised of \$17,000 for FY 2014-15 and \$25,000 for FY 2015-16, subject to the approval of the MTC budget for FY 2015-16, for such contract amendment.

**Item 2: Consent Calendar:** (continued)

- **Item 2e: Contract – Regional Transit Asset Management Guidance and Support: CH2M Hill, Inc. (\$190,139)**  
The Committee authorized the Executive Director or his designee to negotiate and enter into a consulting contract with CH2M Hill, Inc. to: develop and prepare the Regional Transit Asset Management Guidance and Support Project by providing strategic direction for the implementation of transit asset management in the region; refine and update the Regional Transit Capital Inventory, cost and life cycle data and data collection process; assess the transit capital asset needs and backlog under varying funding levels and states of repair; and provide additional inventory reporting and strategic support as needed. The Chief Financial Officer was authorized to set aside funds in the amount of \$190,139 for such agreement.
- **Item 2f: Funding Agreement Amendment – Regional Goods Movement Plan: Alameda County Transportation Commission (\$150,000)**  
The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement amendment with the Alameda County Transportation Commission to continue development of the Regional Goods Movement Plan including analysis of the existing goods movement system, trends, issues and opportunities, and recommendations for projects, programs, and policies to improve the efficiency and effectiveness of the goods movement system while reducing impacts on communities, including support for extensive stakeholder engagement. The Chief Financial Officer was directed to set aside \$150,000 from the FY 2014-15 Agency Budget for this purpose.
- **Item 2g: Contract Amendment: Smart Driving Implementation: ICF Jones & Stokes (\$500,000)**  
The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ICF Jones & Stokes to provide program management assistance for MTC's Smart Driving Program by implementing a smart driving program for Bay Area commute drivers, which includes purchasing and distributing smart driving devices, providing support for a smart driving mobile application and development of smart driving educational materials. The Chief Financial Officer was directed to set aside \$500,000 for such amendment.
- **Item 2h: Funding Agreement – Plug-in Electric Vehicle Signage and Education Grants: Bay Area Air Quality Management District (\$500,000)**  
The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement with the Bay Area Air Quality Management District to provide local jurisdictions with small grants for signage and public education to support the Air District's current and future plug-in electric vehicle (PEV) grant program. The Chief Financial Officer was directed to set aside \$500,000 from the MTC FY 2014-15 Agency Budget for this purpose.

**Item 2: Consent Calendar:** (continued)

In addition, the Committee received one item for information: Monthly Financial Statements which included a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through December 2014.

**Item 3: Contract Amendment – Professional Auditing Services: PricewaterhouseCoopers, LLP (PWC) (\$1,500,863)**

Brian Mayhew, MTC Chief Financial Officer, requested the Committee's approval of a contract amendment with PWC for annual financial and internal control audit services and additional services associated with the Bay Area Headquarters Authority (BAHA), the Association of Bay Area Governments (ABAG) Interagency Agreement, implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, and advisory services. Additionally, PWC will perform additional review and assessment work associated with ABAG cost and control review related to the Annual MTC/ABAG Interagency Agreement, Fastrak® Regional Customer Service Center System Upgrade and Express Lanes.

Upon the motion of Commissioner Baker and second by Commissioner Luce, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PWC to perform a comprehensive fiscal and compliance audit of MTC, BATA, BAIFA, BAHA, and MTC SAFE for FY 2014-15 and perform additional review and assessment services. The Chief Financial Officer was directed to set aside \$1,500,863 for such contract amendment.

**Item 4: MTC Resolution No. 4173 – Statement of Investment Policy**

Brian Mayhew, MTC Chief Financial Officer, requested a proposed change to the current Statement of Investment Policy, which allows either the Executive Director or the Treasurer to open financial accounts. Mr. Mayhew explained that the proposed change would require both the Executive Director and the Treasurer to execute any agreements to open financial accounts. He advised that two signatures will continue to be required to transfer funds out of any account.

Upon the motion of Commissioner Bates and second by Commissioner Luce, the Committee unanimously agreed to refer MTC Resolution No. 4173 – Statement of Investment Policy to the Commission for approval.

**Item 5: Investment Report for December 2014**

Steve Heminger, MTC Executive Director, requested that this agenda item be deferred to the March 2015 Administration Committee meeting.

**Item 6: Monthly Travel Report**

Steve Heminger, MTC Executive Director reviewed the Monthly Travel Report noting that actual travel expenses for all MTC funds are running below budget as of December 2014.

There being no further business or public comment, the meeting was adjourned at 11:39 a.m. The next Committee meeting will be on March 11, 2015 at 9:40 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.